

Dear Student,

We are delighted to welcome you to OSMH and your placement experience!

Your time with us promises to be an enriching and engaging opportunity to grow your knowledge and skills while contributing to exceptional patient care.

About OSMH

OSMH is a vital part of Orillia and North Simcoe Muskoka healthcare system. Medical, surgical and critical care, senior's healthcare services, adult mental health and pediatric care among the hospitals recognized areas of expertise. We also specialize in orthopedic surgery and kidney care.

Our Vision: We are One Community

At OSMH, we believe in a collaborative approach to healthcare. As part of the Couchiching Ontario Health Team (COHT), we aim to enhance population health and wellness through partnership and innovation. COHT is a community of providers, acute care hospitals, and local organizations working together to deliver integrated care that meets the health needs of the Couchiching region

Our Mission: Serving our Community with compassion and excellence. Driven by shared purpose.

Compassion and excellence form the foundation of our commitment to patient care. Our mission reflects a shared purpose with our community partners to co-design health solutions that are culturally safe and impactful.

"All my relations – Toutes mes relations – Mitakuye-Oyasin"

Our Values

Inspired by the legacy of soldiers who have served and continue to serve our country, OSMH is guided by the following core values:

- | | |
|------------------|--|
| TRUST: | We prioritize openness, authenticity, and accountability to earn the trust of our team, patients, partners, and community. |
| COURAGE: | With a Soldiers' Spirit, we embrace challenges and commit to doing what's right, even when it's not easy. |
| TEAMWORK: | Together, we strive for excellence, supporting one another every step of the way. |

As a student, you are a vital part of our team. We are committed to ensuring you feel fully supported and supervised to ensure patient safety and to make the most of your learning experience.

We are also dedicated to inclusivity and accessibility. If you require accommodations at any stage of your placement, please let your placement educator know.

We are excited to have you join our team and look forward to working together to create a meaningful and successful experience for you.

Sincerely,

Debbie Singh
Vice President, People Strategy & Chief Human Resources Officer

Orientation Overview

To ensure you have the best start to your placement at OSMH, we provide tailored orientation options based on your role. Completing all required steps is essential to ensure a smooth transition into your placement.

Orientation Tracks:

1. Consolidation/Individual Students and Non-Staff Clinical Educators

- Participate in the required orientation as outlined in your welcome email.
- Submit the necessary documentation, including the checklist, to the Student Placement Coordinator before your first day

2. Group Students

- Follow the instructions outlined in your welcome email. All required material is available on the [OSMH Student Webpage](#).
- Submit the required documentation to your Clinical Instructor on or before your first day of placement at the hospital.

We are here to support you as you prepare for your placement!

Privacy and Confidentiality

OSMH is governed by Ontario's Personal Health Information Protection Act, 2004 (PHIPA), which provides the framework for a patient's right of access to their personal health information and in turn, how we collect, use, disclose and destroy personal health information.

As students, you are considered 'agents' of OSMH under PHIPA. The hospital conducts regular audits to review compliance to PHIPA for all who have access to our systems. Audits that show inappropriate access or use of personal or personal health information (PHI), dependent upon the severity, may result in actions up to and including termination of your placement.

As an OSMH team member the Privacy Office expects the following;

- Only access PHI of those people you are providing healthcare to
 - Accessing any other PHI (including your own, a family member or friend) is considered a *breach* of PHIPA.
- Never leave PHI unattended:
 - Store paper documentation appropriately in the patient chart binder
 - Use only your own login and never someone else's
 - Log off or lock your computer every time you walk away from it because you are responsible for all actions under your login
- Access electronic medical records using your own login.
- Never share your computer passwords because you are responsible for all actions under your login
- Always discuss PHI in private areas with only those who need to know (circle of care) the information
- Always remember, if you are not sure - ASK!!

To show commitment to protecting our patient's privacy, you are required to sign the OSMH Confidentiality Agreement. This is signed annually by everyone accessing systems at OSMH. Once onsite, use the OSMH Intranet 'Resources' section to access and review our Privacy Policies.

Questions? Contact the Privacy Office:

Phone: 705-325-2201 ext. 3626

Email: privacy@osmh.on.ca

Safety is our Priority

Your safety and well-being are fundamental to a productive and positive learning environment. Understanding and following safety protocols ensures not only your protection but also the safety of those around you.

If you experience an injury during your placement, prompt action is essential to ensure your health and well-being and to facilitate the appropriate reporting and follow-up procedures.

Steps to Take in Case of Injury:

1. Notify your instructor or preceptor immediately
2. Complete an incident report using OSMH's reporting system.
3. Follow your academic institution's reporting procedures

Seeking Medical Attention

For medical care, visit the most appropriate provider based on the severity of your injury. This may include:

- A walk-in clinic.
- The OSMH emergency department.
- Your primary healthcare provider.

Follow-Up Support

The **Occupational Health, Safety & Wellbeing Department** at OSMH will coordinate and support any necessary follow-up investigations related to your injury. They are available to answer questions, provide guidance, and ensure your recovery process is handled smoothly.

Safety is a shared responsibility, and we encourage you to remain vigilant and proactive in identifying and addressing potential hazards during your placement.

Questions? Contact the Occupational Health, Safety & Wellbeing Team

Phone: 705-325-2201 ext. 3032

Email: occupationalhealth@osmh.on.ca

Scope Limitations

OSMH is committed to providing a safe and supportive learning environment for students while maintaining the highest standards of patient care and safety. To ensure this, certain skills, processes, and procedures are outside the scope of practice for students during their placement.

Some skills are restricted to specific roles (e.g., venipuncture, is a skill that only laboratory students are permitted to perform). Other tasks are strictly prohibited for all students, regardless of their placement area. These include, but are not limited to:

- Administering narcotics.
- Accessing the Automated Dispensing Unit (ADU) for medications.
- Performing care or maintenance on Central Venous Access Devices (CVADs).
- Conducting imaging exams without direct supervision by registered staff.
- Performing point-of-care testing (e.g., glucose, urine, troponin).
- Processing or co-signing provider orders.
- Receiving verbal or telephone orders.
- Shadowing in clinical areas without prior approval.

These limitations are in place to ensure patient safety, comply with legal and institutional policies, and align with your educational goals and scope of practice.

If you have questions about these restrictions connect with your instructor, preceptor, or the Student Placement Team.

Mandatory Requirements

To ensure the safety, well-being, and readiness of all students, certain mandatory requirements must be completed prior to starting your placement with the hospital. These requirements are outlined in Appendix A and are designed to help you prepare effectively while meeting the hospitals standards for compliance and safety.

All students must complete the following steps as detailed in **Appendix A**:

1. Health and Immunization Requirements
 - Provide up-to-date immunization records, including those required for healthcare settings (e.g., MMR, TB test, flu shot, etc.).
 - Submit any additional health documentation as specified.
2. Mandatory Training and Certification
 - Complete all required online training modules (e.g., Workplace Violence Prevention, WHMIS, Infection Control).
 - Ensure certifications such as Basic Life Support (BLS) are current, if applicable to your placement.
3. Confidentiality and Privacy Documentation
 - Review and sign the Confidentiality Agreement, ensuring an understanding of your responsibilities under the Personal Health Information Protection Act (PHIPA).
4. Criminal Background Check with Vulnerable Sector Screening
 - Provide a recent criminal background check, including a vulnerable sector screening, to the hospital's Student Placement Coordinator.

5. Student Placement Checklist

- Complete and submit the checklist at the end of this guide, confirming that all requirements have been met.

All required documentation, must be submitted to the Student Placement Coordinator before your first day. Failure to complete these requirements may delay or prevent the start of your placement.

For full details and additional guidance, refer to Appendix A at the end of this handbook.

Questions? Contact the Student Placement Coordinator

Email: studentplacements@osmh.on.ca

Additional Requirements

To ensure a smooth and professional experience during your placement, there are several important requirements regarding identification, dress code, personal belonging storage, and parking. These guidelines are in place to prioritize safety, professionalism, and efficiency, and your adherence to them is crucial. Please carefully review the following requirements.

Identification and Safety Devices:

During your placement at OSMH, it is mandatory to wear your academic institution ID badge, an OSMH ID badge and a Personal Alarm. These items are essential for ensuring safety and proper identification while in the hospital. Please note lanyards are prohibited for safety reasons.

To obtain an OSMH ID badge, students are required to provide a \$25 cash deposit on their first day on-site. Badges must be returned at the end of your placement to the Student Placement Coordinator or the People Services Department to receive your \$25 refund.

Students are also required to have a personal alarm. If you do not already have a functioning alarm, you may purchase one for \$10 (cash only). If you already own a functioning personal alarm, a new purchase is not necessary.

Payment Information:

All deposits and purchases will be processed on your first on-site placement day. Please note that only *cash payments* are accepted. An ATM is available in the hospital's main lobby for your convenience.

To receive your OSMH ID badge, you must:

1. Provide proof of completion of the applicable Student Checklists as outlined in your welcome email, along with any additional placement specific checklists
2. Submit a completed [Student Access Application Form](#)
3. Provide required cash deposit

Badge and Personal Alarm Requirements:

Both your OSMH ID and academic institution badges and personal alarm must be worn at eye level at all times while on site.

If proof of checklist completion is not provided, you will need to complete before receiving your OSMH ID and starting your placement.

At the end of your placement, please ensure your OSMH ID badge is returned to Student Placement Coordinator or People Services Department and to receive your deposit. ID badges will be deactivated following your last day of placement.

Dress Code:

The dress code at OSMH is designed to promote professionalism while maintaining safety and hygiene standards. Please adhere to the following guidelines:

- **Uniforms:** Clean, well-fitted uniforms are required. Your footwear should be non-slip, closed-toe, and closed-heel for safety reasons.
- **Jewelry:** Jewelry below the elbow should be avoided to maintain a sterile and safe environment. Exceptions include smooth wedding bands or medical alert bracelets.
- **Fragrance-Free Policy:** OSMH has a fragrance-free policy to ensure the health and comfort of all patients and staff. Please refrain from wearing any scented products, including perfumes and lotions, while on hospital grounds.

Personal Belonging Storage and Parking:

- **Personal Belongings:** Please store your personal belongings in designated areas. If available, day-use lockers should be used for storing items during your shift.
- **Parking:** There are various parking options available to students for purchase through the Facilities Department. Alternatively, there are private off-site parking options available for your use.

Questions? Contact the Facilities Department

Phone: 705-325-2201 ext. 3495

Email: facilities@osmh.on.ca

By following these requirements, you help maintain a professional and safe environment for both patients and staff. If you have any questions regarding these guidelines or need assistance, please reach out to the Student Placement Coordinator.

Student Orientation Checklist

Please complete the required orientation checklist prior to your first on-site day of placement. Depending on your area of learning, additional documents or training may be required; details will be provided in your welcome email.

Completing the checklist is mandatory and must be submitted to the Student Placement Coordinator to receive your OSMH ID badge, personal alarm, and be clearance to begin your learning experience at OSMH.

Individual Student Checklist:

If you are an individual student scheduled to participate in the hospital's virtual orientation, please complete and submit your checklist through the link below after the orientation. Submission of this checklist is required before receiving your OSMH ID badge and personal alarm.

[Individual Student - Checklist](#)**Group Students:**

If you are a group student with a Clinical Instructor, please follow these steps to complete your orientation checklist:

Review Materials: Carefully review all the materials provided in this document. Additionally, all of the items listed in the checklist below can be found on the OSMH Student Webpage.

- IPAC Chain of Transmission
- IPAC Health Care Provider Controls
- Emergency Codes
- AODA: General Information
- AODA: Disability & Human Rights Document
- AODA: Customer Service Tips for Staff & Students
- Occupational Health & Safety Overview
- Workplace Violence Overview
- Code of Conduct
- Confidentiality & Patient Privacy
- Electronic Medical Records Training Module

2. **Complete Training:** Ensure you complete all required training as outlined in the materials
3. **Print, Sign and Submit Required documentation:** All of the following documents must be submitted to your Clinical Instructor on or before your first day of placement at OSMH.
 - Confidentiality Agreement (OSMH Student Website page)
 - Student Access Application Form (OSMH Student Website page)
 - Student Placement Checklist (Appendix B)

APPENDIX A: MANDATORY REQUIREMENTS

This section outlines the essential requirements that must be fulfilled before commencing placement. It is crucial for students to ensure they meet all the mandatory criteria and provide the necessary documentation as proof. Each category includes specific details on what is mandatory and what is recommended to ensure the safety and health of both the student and those they will interact with during their placement.

3. Immunizations:

Mandatory:

- Proof of immunity to **Measles, Mumps, Rubella**
 - Serology and/or documentation of 2 doses of MMR Vaccine.
- Proof of immunity to **Varicella**
 - Serology and/or documentation of 2 doses varicella Vaccine
- **Hepatitis B** Immune status Serology

Recommended:

- Updated **Tetanus** vaccine within the last 10 years.
- **If non-immune to Hepatitis B** and if the individual has not completed 2 full series, Hepatitis B Vaccine Series + Repeat Serology
- **Influenza Vaccine** and or vaccination status

4. Proof of valid TB skin testing

- Documentation of a 2 Step TB Test.
 - Note: If completed greater than 1 year ago, we require a 1 Step TB Skin test to be completed within the last 12 months
 - Alternatively, if the individual cannot find their proof of a 2 step but has documentation of two 1 Step TB Skin Tests, a third 1 Step will suffice as long as it is completed within the last 12 months.

5. N95 Fit Test

- Valid N95 Mask Fit completed within the last 2 years

6. Worker Occupational Health & Safety Awareness Training

7. Vulnerable Sector Screen

- Note: placements which do not have direct patient care responsibilities are to request Criminal Record and Judicial Patters Check

It is the student's responsibility to ensure they complete all the mandatory requirements before commencing placement and provide proof if required.

APPENDIX B: GROUP STUDENT CHECK LIST

Group Students:

Review all the material outlined below as well as the required information on the [OSMH Student Webpage](#). After reviewing the materials and completed all required training, print and submit this completed checklist to your Clinical Instructor on your first day of placement at OSMH.

Group Student Placements:		
<input type="checkbox"/>	I have reviewed and understand the following OSMH training guides prior to beginning my clinical experience at OSMH:	[]
<input type="checkbox"/>	IPAC Chain of Transmission	[]
<input type="checkbox"/>	IPAC Health Care Provider Controls	[]
<input type="checkbox"/>	Emergency Codes	[]
<input type="checkbox"/>	AODA: General Information	[]
<input type="checkbox"/>	AODA: Disability & Human Rights Document	[]
<input type="checkbox"/>	AODA: Customer Service Tips for Staff & Students	[]
<input type="checkbox"/>	Occupational Health & Safety Overview	[]
<input type="checkbox"/>	Workplace Violence Overview	[]
<input type="checkbox"/>	Code of Conduct	[]
<input type="checkbox"/>	Confidentiality & Patient Privacy	[]
<input type="checkbox"/>	PowerChart Training Module	[]
Injury Reporting:		
<input type="checkbox"/>	I understand that if I am injured on OSMH property that I must immediately notify the Student Placement Coordinator and my academic institution	[]
Documentation Acknowledgement:		
<input type="checkbox"/>	I have read, understood, signed and submitted the following documents to the Student Placement Coordinator or delegate:	[]
<input type="checkbox"/>	Confidentiality Agreement (signed)	[]
<input type="checkbox"/>	Student Access Application Form	[]
Student Information:		
Student Name:		Student Signature:
Educational Institution:		
Office Use Only:		
Received by:		Date: